

Appendix F

Risk Management Worksheet

This risk management worksheet is a tool that leaders may use to track and document risk. The worksheet (Figure F-1) provides a logical starting point to track the process. Figure F-2, page F-2, provides instructions for the worksheet. Planners use the worksheet to document risk management steps taken during planning, preparation, and execution of all training and combat missions and tasks. It is important to remember that this form can be used to track all risk, not just environmental-related risk. Appendix G provides a practical application of documenting and tracking risk during an operation. Figure F-3, page F-3, is a reproducible risk management worksheet.

A. Mission or Task:		B. Date/Time Group Begin: End:		C. Date Prepared:	
D. Prepared By: (Rank, Last Name, Duty Position)					
E. Task:	F. Identify Hazards:	G. Assess Hazards:	H. Develop Controls:	I. Determine Residual Risk:	J. Implement Controls ("How To"):
K. Determine overall mission/task risk level after controls are implemented (circle LOW (L) MODERATE (M) HIGH (H) EXTREMELY HIGH (E)					

Figure F-1. Sample risk management worksheet

Worksheet Instructions	
Block	
A - E	Self-explanatory.
F	Identify Hazards - identify hazards by reviewing METT-TC factors for the mission or task. Additional factors include historical lessons learned, experience, judgment, equipment characteristics and warnings, and environmental considerations.
G	Assess Hazards - assessment includes historical lessons learned, intuitive analyses, experience, judgment, equipment characteristics and warnings, and environmental considerations. Determine initial risk for each hazard by applying the risk assessment matrix Figure 2-12, page 2-25. Enter the risk level for each hazard.
H	Develop Controls - develop one or more controls for each hazard to either eliminate the hazard or reduce the risk (probability and/or severity) of a hazardous incident. Specify who, what, where, when, and how for each control. Enter controls.
I	Determine Residual Risk - determine the residual risk for each hazard by applying the risk assessment matrix Figure 2-12, page 2-25. Enter the residual risk level for each hazard.
J	Implement Controls - decide how each control will be put into effect or communicated to the personnel who will make it happen (written or verbal instruction: tactical, safety, garrison SOPs, rehearsals). Enter controls.
K	Determine Overall Mission/Task Risk - select the highest residual risk level and circle it. This level becomes the overall mission or task risk level. The commander decides whether the controls are sufficient to accept the residual risk. If the risk is too great to continue the mission or task, the commander directs development of additional controls or modifies, changes, or rejects the COA.
	Supervise and Evaluate - this last step is not on the worksheet. Plan how each control will be monitored for implementation (continuous supervision, spot checks), and reassess hazards as the situation changes. Determine if the controls worked and if they can be improved. Communicate lessons learned.

Figure F-2. Instructions for risk management worksheet

A. Mission or Task:		B. Date/Time Group Begin: End:		C. Date Prepared:	
D. Prepared By: (Rank, Last Name, Duty Position)					
E. Task:	F. Identify Hazards:	G. Assess Hazards:	H. Develop Controls:	I. Determine Residual Risk:	J. Implement Controls ("How To"):
K. Determine overall mission/task risk level after controls are implemented (circle one): <div> <div>LOW (L)</div> <div>MODERATE (M)</div> <div>HIGH (H)</div> <div>EXTREMELY HIGH (E)</div> </div>					

Figure F-3. Risk management worksheet